

G-102 Form for Tracking Acquisition

Requirement Submission Schedule for Information Technology Requirements

To: Contracting

Activity Address Code: SP0600

Contractor:

POC:

Email: _____@desc.dla.mil

Phone: 703-767-

Product Requirement:

- ☐ Purchase Request (must be submitted to Contracting at least six (6) months prior to award date of)
- ☐ GSA Schedule (must be submitted to Contracting at least three (3) months prior to award date of)
- ☐ Contract Extension (must be submitted to Contracting 30 days prior to contract end date:)
- ☐ Government-Wide Area Contract (must be submitted to Contracting 30 days prior to award date of)

- ☐ Performance Based SOW attached
- ☐ Determination and Findings (IAW Economy Act)
- ☐ Other attached: